

RECREATION AND PARKS AIDE (SEASONAL)

DEFINITION

Under general supervision, is responsible for performing a wide variety of unskilled and semi-skilled recreation or parks related activities on a seasonal basis; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Acts as attendant at various rented recreational facilities by collecting and verifying user permits, ensuring standards of acceptable conduct, and cleaning and maintaining the facilities; opens and closes recreational facilities at designated times;

Distributes, sets up, and collects sports equipment such as volleyball and basketball nets, golf carts and score boards; arranges tables and chairs; inspects sports equipment to identify repair or replacement needs; distributes and collects supplies; takes inventory of supplies and equipment;

Informs players of rules concerning dress, conduct or equipment and enforces rules or ejects unruly players or unauthorized persons as necessary;

Distributes and monitors free lunches to eligible participants in a free lunch program;

Assists with display, scheduling, and promotional functions at an art facility;

Performs general grounds cleaning work; picks up debris, such as glass, paper or fallen limbs; rakes leaves or sand traps; pulls weeds; trims and mows grass; digs holes for planting;

Assists in maintaining athletic fields, playgrounds, and boat docks;

Assists in making minor repairs to facilities, fixtures, and equipment;

Assists skilled park, forestry, and horticultural personnel in the care of various plants and trees;

Empties trash barrels and charcoal grills; cleans and maintains restrooms;

Collects personal belongings from swimming pool participants, assigns and places personal belongings in basket in swimming pool basket room, and ensures proper return of personal belongings to participants;

Acts as a starter for City golf courses; ensures golfers get off first tee in order, golf carts are provided to paying golfers, and faster golfers play through at various holes;

Coordinates use of recreational facility to prevent players from interfering with one another;

Sets up equipment and sponsor banner and presents musical groups to audience for outdoor concerts;

Patrols recreational facility to detect theft, fire, vandalism or destruction and reports damages to

appropriate authority; inspects facility premises to identify maintenance and repair needs;

Prepares and/or completes routine records and reports;

May drive a pick-up truck, van, golf cart or riding mower in support of regular duties;

May operate hand or power tools, weed eaters, pruning equipment, cleaning equipment, computers, cash registers, and/or typewriters;

May be required to flag traffic in park maintenance work.

MINIMUM QUALIFICATIONS

Any combination of experience and training which would provide the knowledge, skills and abilities listed below.

Possession of a valid motor vehicle operator's license may be required for some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of good grounds keeping methods; some knowledge of which plants are useful and which are noxious; some knowledge of common hand tools; some knowledge of recreation activities supplies and equipment; some knowledge of arithmetic; ability to coordinate facility activities; ability to prepare and maintain records and forms; ability to read and write the English language; ability to follow detailed instructions; ability to do strenuous work; ability to maintain effective working relationships with superiors, associates, and the public.

Probationary Period:	365 Days
Examination:	Noncompetitive

Class Code:	3684
Job Family:	Health & Social Services
EEO Job Category:	Administrative Support
Compensation Plan:	MCP
Salary:	Range OJ-OJ

Class established:	04-05-74
Current spec:	08-28-00
Commission action taken:	Revise/Retitle (Recreation and Parks Aide) Revise/Merge (Recreation Facility Attendant 9/25/95)
Last reviewed:	08-28-00